



Kentucky Personnel Cabinet
501 High Street
Frankfort, KY



IC Memorandum 13-07

TO: KEHP/KGLI Insurance Coordinators and Billing Liaisons

FROM: Department of Employee Insurance – Kentucky Employees' Health Plan
Kentucky Group Life Insurance

SUBJECT: Rolling Restriction to Retroactive KHRIS Entry

DATE: March 7, 2013

Beginning March 6th, a new rolling retroactive date cap was implemented which will prevent all changes that are effective more than 5 months in the past. This means changes that go back farther than 5 months will kick out with an error message. This date cap will continue to help bring us in line with current enrollment and billing retroactivity rules as well as ensuring that federal COBRA and rescission regulations are followed. The dates that the cap will be changed and the new date caps are listed below:

DATE RETRO CAP WILL BE CHANGED	NEW RETRO CAP (DATE SET AFTER BILLING RUN COMPLETE)
03/06/2013	10/16/2012
04/09/2013	11/16/2012
05/06/2013	12/16/2012
06/05/2013	01/16/2013
Continue based on payroll calendar dates	Continue based on payroll calendar dates

If you have any changes to data in KHRIS that are effective earlier than the cap, you will receive an error warning in KHRIS and you will not be able to process. An example is below. Please note the error message at the bottom of the screen.

Create 0021 Family Member/Dependents

Menu | Save | Back | Exit | Cancel | System | Previous record | Next record | Overview

Personnel No: [] Name: []
EE group: L External - BN Personnel area: 0004 Benefits Only: Status: Active
EE subgroup: 41 24 Non-Paid Pers. subarea: 2004 Quasi
Start: 01/01/2012 To: 12/31/9999

Member: Child Child no: 01

Personal data
Last name: []
First name: Baby Initials: []
Title: []
Gender: ☒ Female ☐ Male
Birth date: 01/01/2012
SSN: 999-99-9999
☐ Disability

Change too far in payroll past (01/16/2012)

If you need to make a change that exceeds the 5 month limit, the change must be submitted on the Retro *Cap Override Form*, posted on the DEI forms website below, to a Super User.

<http://personnel.ky.gov/dei/2013+Plan+Year/KEHP2013Forms.htm>

The Super User for KGLI will be Kim Quinn with Joe Hughes as backup. The Super User for DEI will be Stephanie May with Mamatha Kotha and Paula Chisholm serving as backups.

We realize this new endeavor may cause some confusion at the onset but will work with you to resolve these retro-effective changes in a timely, efficient manner.

Thank you for your patience and support during this change.